1. Citations

a. Author (s)

- **One author**: The author’s surname is capitalized, regardless of whether it is within the parentheses.

Examples:

**In-text**: (Albuquerque, 2006) or Albuquerque (2006)


- **Two authors**: Cite the surnames followed by the year of publication, every time the work is cited.

Examples:

**In-text**: Soares and Pianto (2003) or (Soares & Pianto, 2003)


- **Three to five authors**: All surnames are cited in the first citation, followed by the year of publication. In subsequent citations, cite only the surname of the first author followed by the Latin expression “et al.” including the year of publication.

Examples:

**First in-text citation**: Barros, Cruz, Xavier, Carriere, and Lima (2011) or (Barros, Cruz, Xavier, Carriere & Lima, 2011)

**Subsequent in-text citations**: Barros et al. (2011) or (Barros et al., 2011)


- **Six or more authors**: cite only the surname of the first author followed by the Latin expression “et al.” including the year of publication. As for the reference list, cite the first six authors, insert reticence, and cite the last author.

Examples:

**In-text**: Binder et al. (2014)

# Styles of Citations

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation</th>
<th>Subsequent Citations</th>
<th>First Citation</th>
<th>Subsequent Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five authors</td>
<td>Barros, Cruz, Xavier, Carrieri, and Lima (2011)</td>
<td>Barros et al. (2011)</td>
<td>(Barros, Cruz, Xavier, Carrieri, &amp; Lima, 2011)</td>
<td>(Barros et al., 2011)</td>
</tr>
<tr>
<td>Six or more authors</td>
<td>Figueiredo et al. (2014)</td>
<td>Figueiredo et al. (2014)</td>
<td>(Figueiredo et al., 2014)</td>
<td>(Figueiredo et al., 2014)</td>
</tr>
</tbody>
</table>

b. Use of “and” and “&”

When authors are cited in parentheses, use “&” before the last author. When they are cited out of parentheses, use “and” before the last author.

Examples:

**In-text:** (Brito & Silveira, 2005) or Brito and Silveira (2005)


c. Institutions as authors

Companies, governmental agencies, and institutions, in general, are cited by writing their full name the first time they appear in the text. In subsequent citations, use the abbreviation.

Examples:

**First citation:** Organization for Economic Co-operation and Development [OCDE] (2005) or (Organization for Economic Co-operation and Development [OCDE], 2005).

**Subsequent citations:** OCDE (2005) or (OCDE, 2005)


d. Publisher as author

The name of the publisher is displayed as it is with regular authors both in-text and at the beginning of the citation in the reference list. In the case of the reference list, at the end of the reference, the name of the publisher is substituted by “Author.”

Examples:

**In-text:** Editora Abril (2018) or (Editora Abril, 2018)


e. No author

Cite the first words of the title (or the entire title when it is short), the year of the publication, a synopsis (if it exists), the place of the publication, and an abbreviation of the state or name of the country. In the reference list, the title is written in the author’s place.

Examples:

**In-text:** Lei n. 9.784 (1999)


f. Secondary source

When citing a work discussed in a secondary source, indicate the author and year of the original
work, adding “as cited in,” author, year, and page of the work consulted. As for the reference list, cite only the work consulted. In the case of quotation, include the page(s) number.

Examples:


**g. Citations of the same author in the same year**

Several works of the same author in the same year are identified after the year with “a,” “b,” “c,”…, with no space. In the reference list, these works are presented in alphabetic order (based on the title).

Examples:

In-text: Lefebvre (2014a, 2014b) or (Lefebvre, 2014a, 2014b)  

**h. Authors with suffixes in their names (such as “Jr.”, “Sr.”, “II”)**

The suffixes such as “Jr.,” and “Sr.,” are not included in in-text citations. In the reference list, the suffix is added after the last abbreviated name, after the comma.

Examples:

In-text: Almeida (2005) or (Almeida, 2005)  

**i. Surnames with articles and prepositions**

When the author’s surname has article or preposition such as “de,” “do,” “von,” these are maintained only if relevant to order the references. Otherwise, they are disregarded.

Examples*:  
In-text: Sordi, Meireles and Sanches (2011) or (Sordi, Meireles, & Sanches, 2011)  
*For José Osvaldo De Sordi
2. Publication date

a. Books

The publication year must be informed.

Examples:

**In-text:** Denzin (1983) or (Denzin, 1983)


b. Posters, monthly magazines, and newsletters

For posters presented in congresses, magazines, and newsletters, add the month of the publication after the year (in the reference list)

Examples:

**In-text:** Nascimento and Amorim (2008) or (Nascimento & Amorim, 2008)


c. Weekly and daily publications

Add year, month and day.

Examples:

**In-text:** Ades (2001) or (Ades, 2001)


d. Manuscripts yet to be published

For manuscripts accepted for publication, but still not published, add the expression “in press” in place of the date. Dates must not be included before the manuscript is published

Examples:

**In-text:** Ribeiro, Peixoto, and Brito (in press) or (Ribeiro, Peixoto, & Brito, in press)


e. Unpublished manuscripts

**In-text:** Malagrino (1985) or (Malagrino, 1985)

3. Citation

a. Pages

In case of quotation, use “pp.” when the source is on more than one page or “p.” when it is on only one page.

Examples:
Holanda, 2003, p. 28
Holanda, 2003, pp. 28-30

b. More than one work in the same parentheses

Citation of two or more works in the same parentheses is presented in the same order as the works are positioned in the reference list. Citation of manuscripts in press are positioned at the end of the reference list.

Example:
(Grandi & Marins, 2003, 2010, in press)

c. Authors with the same surname

In cases of citation of several authors with the same surname, the initials are added even if the year of publication is different.

Examples:

4. Reference list

a. Authors

All authors cited in the article are included in the reference list.

b. Comma use

Use commas to separate the authors’ surnames.

c. Writing the year

The year is written in parentheses after the author(s) name, followed by “.” (period).

Example:
Silva, J. (2010).
d. Title of books, articles and academic works

Only the first word is capitalized, except for proper nouns.

e. Typographic emphasis

The title of the publication is emphasized using italic.

f. Pages

In the reference list, pages are presented by “p.” if the reference is on one page and “pp.” if the reference is on two or more pages.

g. Additional information

Relevant additional information in the publication is presented immediately after the title and in parentheses (edition number, volume, type and number of the publication such as report, working paper, collection).

h. Edition

The first edition should not be mentioned. Edition numbers are relevant from the second edition on, and the number is presented in parentheses.

Example:

(3rd ed.) or (2nd ed.).

i. Period of publication

The months are written in full, in the publication’s original language. In Portuguese, the months and seasons of the year are written in full using lowercase letters (dezembro); in English, they are written in full and capitalized (December).

j. Abbreviation

The use of “.” (period) for abbreviation in the references follows the examples below.
Abbreviation | Parts of book and other publications
--- | ---
ed. | Edition
Rev. ed. | Revised edition
3 ed. | Third edition
Ed. (Eds.) | Editor(s)
Trans. | Translator(s)
n.d. | No date
p. (pp.) | Page(s)
Vol. | Volume [Vol. 3]
Vols. | Volumes [Vols. 1-7]
No. | Number
Pt. | Part
Suppl. | Supplement

**k. Reference list order**

Works by the same author must be ordered by year of publication (from the oldest)

Examples:
- Silveira, O. (1999)

Works by a single author are positioned before the works by multiple authors that start with the same surname.

Examples:
- Jones, A., & Martim, B. (1976)

Works by the same first author with different second and third authors are ordered by the surname of the second author.

Examples:
- Lombardi, F. J. (1990)

Works by several authors with the same surname are ordered alphabetically observing the first initial.

Examples:
5. Reference models

a. Books

- **Complete books**: After the name of the city, add the abbreviation for the state (Brazil and USA), or the name of the country, followed by “:” (colon). If two or more locations are presented for the publication, the location first listed in the book must be indicated or, in the case it is specified, the location of the publisher’s central office.

Model:
Surname, Abbreviated name. (year of publication). *Title: sub-title*. Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

- **Books with additional information**: the additional information (edition number, volume, type and number of the publication such as report, working paper, collection) is indicated in parentheses immediately after the title and before the number of pages and similar information (Vol. 2, 3rd ed., p. 9).

Model:
Surname, Abbreviated name. (year of publication). *Title: sub-title* (Vol., ed., pp.). Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

- **Books by editors, coordinators or organizers**:

Model:
Surname, Abbreviated name. (Ed. or Coord. or Org.). (year of publication). *Title: sub-title* (Vol., ed., pp.). Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

- **Collections**

Model:
Surname, Abbreviated name. (year of publication). *Title: sub-title* (Collection XYZ). Location of the publication: Publisher.

Example:
- Chapters or articles:

Model:
Surname, Abbreviated name. (year of publication). Title of chapter. In Abbreviated name, Surname (Ed. or Coord. or Org.), Title: sub-title (Vol., ed., pp.). Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

- Chapter (Edited book): Inform the initials and surnames of all editors, including “In” before. In the case of two authors, include “&” between the authors without the “,” (comma) (for references with a large editorial board, the indication of the editor-in-chief followed by “et al.” is sufficient)

Model:
Surname, Abbreviated name. (year of publication). Title of chapter. In Abbreviated name, Surname (Ed. or Coord. or Org.), Title: sub-title. Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

b. Periodicals

- Scientific periodicals, journals, and newsletters: Indicate the number of the volume (in italic and the number of the issue (if applicable).

Model:
Surname, Abbreviated name. (year of publication). Title of article. Name of the periodical, volume (number), pages.

Example:

- Electronic periodicals:

Model:
Surname, Abbreviated name. (year of publication). Title of article. Name of the periodical, volume (number), pages. Retrieved from URL where the document is uploaded – do not use “.” (period) at the end.

Example:
- **Articles in journals or newspapers:** Indicate the publication date (year and month for monthly or annual publication, day and month for weekly and daily publications), including the volume and number (if applicable), and pages (pages number [p. or pp.]).

**Model:**
Surname, Abbreviated name. (year of publication, day and month). Title of article. *Name of the journal*, volume (number), pages.

**Example:**

c. **Other cases**

- **Annals/Proceedings:**

**Model:**
Surname, Abbreviated name. (year, month). Title. In *Annals of number and name of the event* (p. or pp.), City, an abbreviation of the state or country’s name.

**Example:**

- **Dissertation and thesis:**

**Model:**
Surname, Abbreviated name. (year of publication). *Title* (type of document). Institution, city, abbreviation of the state or country’s name.

**Example:**

- **Working paper:**

**Model:**
Surname, Abbreviated name. (year and month of publication). Title (Working Paper number XYZ). Institution, city, abbreviation of the state or country’s name.

**Example:**
- **Electronic documents:** Indicate the year of publication or, if it is a regularly updated source, the date of the last update. Include after the title the information needed to locate the material using the expression “retrieved from.” The URL must be complete and give immediate access to the document.

Model:
Surname, Abbreviated name. (year of publication). *Title: subtitle*. City, other data. Retrieved from URL where the document is uploaded – do not use “.” (period) at the end.

Example:

- **Laws and constitutions:**

Examples: